

# State of Hawaii

## Department of Land and Natural Resources

### Career Opportunity

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Department of Land and Natural Resources   Personnel Office   P. O. Box 621   Honolulu, HI 96809

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Opening Date:   July 2, 2006

**LAST DAY TO FILE APPLICATIONS:   July 14, 2006**

**EDUCATION AND OUTREACH COORDINATOR**

**Temporary, Exempt Appointment**

**Downtown, Oahu - Recruitment No. 2006-01**

**Salary Range \$4,131 - \$4,647 per month**

#### **JOB DUTIES**

Under the direction of the Chairperson of the Department of Land and Natural Resources, this position is responsible for promoting and educating the general public on departmental goals and activities impacting state lands and other natural resources under the management and control of the Board of Land and Natural Resources.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

**Recommended Education Requirement:** Graduation from an accredited four (4) year college or university with a bachelor's degree. Excess work experience as described below in the experience section or any other progressively responsible administrative, professional or other analytical work experience which provide knowledge, skills and abilities equivalent to those normally acquired in four (4) years of successful study leading to a baccalaureate degree may be substituted for the required education on a year-for-year basis. The education or experience background must have demonstrated the possession of a high degree of English language skills and the ability to write clearly and comprehensively materials such as reports and analyses; read and interpret complex written materials; perform research; and solve complex problems logically and systematically.

**Recommended Experience Requirement:** Experience in public outreach work, journalism or experience which involved participation in a program of training or education is preferred. Experience which demonstrates knowledge and ability to read and interpret various complex written materials; gather, evaluate and analyze facts and other pertinent information, and make sound recommendations; prepare clear and concise written reports and recommendations for action; plan, organize and coordinate assigned projects and activities to attain objectives within time, resource and/or budgetary limitations; speak effectively, orally and in writing, before groups and individuals; establish and maintain effective working relationships is desired.

**License Requirement:** Possession of a valid State of Hawaii driver's license is required.

#### **HOW TO APPLY**

1. Complete an Application for Exempt Position. Return all completed forms to the Department of Land and Natural Resources, Personnel Office, P. O. Box 621, Honolulu, Hawaii 96809.
2. Applicants must submit at the time of application, evidence of the appropriate training (e.g., transcript or diploma) in order to be given credit for education. Mailed applications should be postmarked by the last day to file applications.

**QUALITY OF EXPERIENCE:** Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate your average number of hours worked per week. We will not withhold the referral of names of eligibles for employment consideration because of your failure to provide accurate and complete information concerning your qualifications.

**MERIT OR CIVIL SERVICE SYSTEM:** You must meet the minimum qualification requirements, including education, experience, and other public employment requirements for State Civil Service employment.

**CITIZENSHIP REQUIREMENT:** You must be a citizen, permanent resident alien, or national of the United States; however, if you are a non-citizen with employment authorization from the U.S. Immigration & Naturalization Service, you may also apply.

**PHYSICAL/MENTAL REQUIREMENTS:** Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The State of Hawaii is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodations should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

**PHYSICAL EXAMINATION REQUIREMENT:** Offers of employment will be conditioned on the results of a complete physical examination. The cost for all physical examinations shall be borne by the applicant and not the State of Hawaii.

**HOW TO FILE:** Submit applications in person or by mail to the Department of Land and Natural Resources, Personnel Office, P. O. Box 621, Honolulu, Hawaii 96809. File applications immediately. Mailed applications and supplemental materials must be postmarked by midnight of the last day to file applications.

**ADMINISTRATIVE REVIEW AND APPEAL:**

**Administrative Review:** If you do not agree with an action taken on your application, you should **FIRST** request an administrative review with the Personnel Office. This must be done within 10 calendar days following the date your notice was sent. Requests must be made, in writing, to the Department of Land and Natural Resources, Personnel Office at the address listed on the front of this announcement. Your letter requesting the administrative review must include: 1) the job title(s), recruitment number(s), and the specific reason(s) you are requesting the review, and 2) any additional information you want to submit to substantiate your request. **If you do not submit your request within the ten-day limit, no administrative review will be conducted.**

**Appeal:** If you do not agree with the administrative review decision or action taken by the Department of Land and Natural Resources, you may appeal to the State Merit Appeals Board within 20 days from the date your notice was sent. Appeals to the Board must be in writing and sent to the following address: *Merit Appeals Board, Dept of Human Resources Development, 235 S. Beretania Street, Honolulu, HI 96813-2437.* A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment. FILING AN ADMINISTRATIVE REVIEW **BEFORE** REQUESTING AN APPEAL WILL EXPEDITE THE REVIEW PROCESS.

**EMPLOYMENT INTERVIEW RESUME:** Please take a copy of your State application and/or resume to employment interviews. We suggest you make a copy of your application before turning in the original.

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